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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

DATE: 17 December 1954

FROM : Chief, Instructional Services Branch, SS/OTR

SUBJECT: Outstanding Accomplishments of ISB Personnel During Calendar Year 1954

1. Production of OTR Training Film, "Operation Overglow" - These persons should be cited as a group and individually for their parts in the very successful effort on OTR's first major training film production:

- 25X1A9a a. Mr. [REDACTED] - for his creative film idea and writing of the script, as well as overall management of the production.
- 25X1A9a b. Mr. [REDACTED] - for his direction of the production and the production planning.
- 25X1A9a c. Miss [REDACTED] - for her fine casting of the film personalities and activities as assistant director.

2. Educational Exhibits prepared by the Graphic Aids, now Visual Aids Section - The entire section should be cited for an unusually high standard of effective art work in the production of training aids throughout the year. Of particular note is the imaginative design and layout work done by Mr. [REDACTED] and the educational exhibit panels prepared by Mr. [REDACTED]

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3. Language Aptitude Film - The Photographic Aids Section, now Audio Aids Section, proposed a more effective and economical means of presenting a slide series on language aptitude testing by placing it on motion picture film. The section, under the direction of Mr. [REDACTED] accomplished the technical tasks involved.

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4. Research Bibliographies - We are proud of what we consider the effectiveness and professional standard of the research bibliographies prepared in the Library to support the research efforts of the instructional staffs. Mr. [REDACTED] is primarily responsible for the special subject bibliographies and Mrs. [REDACTED] for the periodical bibliography, "Instructors' Guide to Current References."

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5. Reproduction of Materials - We are also quite proud of the great volume of work handled by the reproduction unit in the Editorial and Reproduction Section with unusual dispatch and high standards of work. These girls whose cooperative spirit and neat work are known to everyone in OTR are: Mrs. [REDACTED] and Misses [REDACTED]

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6. Humorous Commendation for Mr. Baird to Give - Miss [REDACTED]
in the Editorial and Reproduction Section is accomplished in signing Mr. Baird's
signature on stencils and other master copies. We should like to suggest that
Mr. Baird comment something like this during his talk - "I need to check now and
then with [REDACTED] to find out how I am signing my name."

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